

Appendix D

SPECIAL ASSISTANTS

1. VALUE ENGINEERING OFFICER.

- a. Plans, organizes, directs, appraises, controls, and reports value engineering (VE) activity IAW OCE Suppl 1 to AR 5-4 and PODR 11-1-3.
- b. Assures that VE methodology is applied on all possible occasions to analyze the function of systems, operations, maintenance, equipment, facilities, procedures, methods, and supplies to achieve performance, reliability, quality, and maintainability at the lowest overall cost consistent with requirements.
- c. Provides continuing motivation for application of and establishes procedures for accomplishing VE in all activities.
- d. Promotes teamwork among organizational elements to accomplish the VE effort.
- e. Provides VE information to participating activities.
- f. Organizes and conducts a continuing formal VE training program.
- g. Keeps informed of new materials and methods which can reduce costs.
- h. Develops and reports results of VE studies applicable to the Corps VE Program.
- i. Evaluates cost saving ideas generated by the Corps-wide VE program and incorporates ideas into the local program.
- j. Advises the District Commander and staff, and provides coordination for all matters concerning the VE program.
- k. Expedites technical review and action on VE Change Proposals (VECPs) submitted by contractors and prepares required reports.
- l. Reviews and analyzes progress reports for appraisal and direction of the program.

2. SMALL AND DISADVANTAGED BUSINESS UTILIZATION (SADBU) SPECIALIST.

- a. Administers the Small Business Program in the District.
- b. Is directly responsible to the appointing authority in carrying out the activities and functions of the program.
- c. Performs as a liaison between contracting officers, small businesses, small disadvantaged businesses, women owned small businesses and the Small Business Administration (SBA) in carrying out the Army's Small Business Programs.
- d. Reviews and makes recommendations for all acquisitions over \$10,000 except small business-small purchase set asides. (Review is accomplished prior to issuance of solicitation or contract modification.)
- e. Insures necessary actions are taken to implement small business and historically black college and university and minority institution programs.
- f. Advises and assists contracting, program managers and requirements personnel on all matters which affect small businesses and its related programs.
- g. Aids, counsels and assists small business, small disadvantaged business, women owned small business, and historically black colleges and universities and minority institutions by providing advice and information regarding proposed acquisitions.
- h. Maintains an outreach program (including participation in Government industry conferences and regional interagency small business councils) designed to locate and develop information on the technical competence of small business, small disadvantaged business, women owned small business concerns, and historically black colleges and universities and minority institutions.
- i. Assists the contracting officer in determining the need for and acceptability of subcontracting plans, and assists administrative contracting officers (ACOs) in evaluating, monitoring, reviewing, and documenting contract performance to determine compliance with subcontracting plans.
- j. Recommends small business program floors to the appointing authority. Monitors the activity's performance against these floors and recommends action to correct reporting errors/deficiencies.

- k. Reviews/approves subcontracting plans.
- l. Collects data/prepares reports on Small Business Program achievements.

3. PROVOST MARSHAL/SECURITY MANAGER.

[NOTE: Provost Marshal/Security Manager functions will be accomplished by the Deputy District Engineer (DDE).]

- a. Exercises oversight of the Information Security Program.
- b. Maintains liaison with security manager personnel at higher echelon and of appropriate Army, Navy, and Air Force agencies as required.
- c. Coordinates all matters concerning the release of engineer information to foreign nationals. Coordinates visitor control matters of foreign nationals.
- d. Implements existing directives and establishes and supervises local policies and procedures for the receipt, storage and transmission of classified information.
- e. Administers the industrial and personnel security programs.
- f. Coordinates with local military and civilian law enforcement agencies concerning support for emergencies or disturbances on or near Corps of Engineer's construction sites or facilities.
- g. Advises the Commander concerning law enforcement issues and provides supervision over Provost Marshal Activities within the District.
- h. Provide assistance in the development of contingency operations and plans.
- i. Completes reports as required.

4. DISTRICT DIVING COORDINATOR.

- a. The District Dive Coordinator (DDC) manages the District Dive Program under the District Commanders' oversight. Operates with complete independence in applying technical principles and regulatory guidance. Receives guidance when requested from POD's Dive Coordinator. Appointed by and responsible to the District Commander for underwater operations and functions.

- b. Establishes District Dive Policy.
- c. Reviews all applicable contracts to ensure dive requirements are included.
- d. Advises project managers on alternatives to and methods of diving (pre-award if possible).
- e. Reviews and approves all dive plans for the District.
- f. Ensures all dive operations in the District are monitored.
- g. Ensures that the District has ample personnel trained as dive inspectors to monitor both contract and in-house dive operations.
- h. Obtains funds from District overhead and project specific accounts as appropriate.
- i. Ensures that all assigned personnel have appointment letters.